

Register of Deeds

This department functions under the direction of the Register of Deeds, who is an elected official. Policy guidance is provided by the Administration and Rules Committee.

MISSION

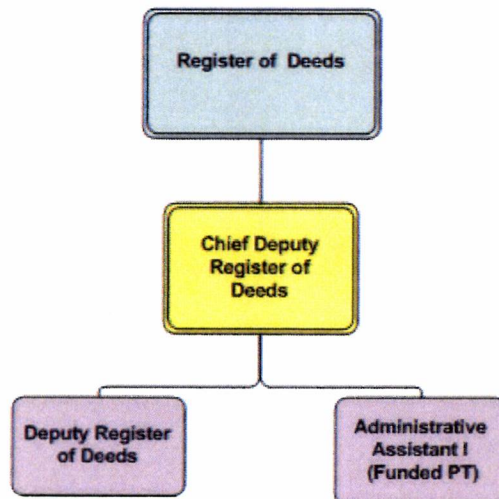
The mission is to maintain a perpetual, comprehensive set of public records consisting of all documents appropriately presented for recording or filing, in accordance with the law, and to provide timely, secure, accurate, archival accessible and cost-effective records and services that are delivered in a prompt and courteous manner with the assurance that, where appropriate, privacy will be protected.

PROGRAM DESCRIPTION

- Reviews, records, scans, e-Records and maintains all documents relating to real estate endorsing on each document the day, hour, minute of reception
- Prepares documents for indexing and imaging and stores back-up copies
- Registers, indexes and files all vital records including birth, marriage, domestic partnerships, termination of domestic partnerships and death certificates
- Makes and delivers certified and uncertified copies of official office records
- Records plats, articles of incorporation, firm names and other documents as authorized
- Records, indexes and maintains military discharge, prepares certified copies as required for military benefits
- Records and indexes documents pertaining to security interests in real property, crops or fixtures
- Records Federal Tax liens
- Records and indexes marital property agreements
- Records all conveyances of mineral rights
- Assists customers in property and ancestry research
- Monitors and interprets changes in statutory laws that impact the Register of Deeds
- Advises and consults with the Land Information Council, outside partners including, attorney's, title companies, financial institutes and the public

Register of Deeds

| PERFORMANCE MEASURES | 2015 ACTUAL | 2016 ESTIMATE | 2016 BUDGET | 2017 BUDGET | BUDGET CHANGE |
|-----------------------------|------------------------|--------------------------|------------------------|------------------------|--------------------------|
| Real Estate Transfer Fees | \$192,093 | \$160,000 | \$140,000 | \$155,000 | +\$15,000 |
| Documents Recorded | 13,285 | 12,500 | 12,750 | 12,750 | 0 |
| Copy Fees/Laredo Fees | \$73,276 | \$60,000 | \$72,000 | \$74,700 | +\$2,700 |
| Birth Certificates | 2,080 | 2,000 | 2,000 | 2,000 | -0 |
| Marriage Certificates | 1,636 | 1,628 | 1,628 | 1,628 | -0 |
| Death Certificates | 7,073 | 6,000 | 6,000 | 6,000 | -0 |
| Back Index/Scan Documents | 31,729 | 12,000 | 12,000 | 12,000 | -0 |



Register of Deeds

Financial Summary

| | 2015 Actual | 2016 Estimate | 2016 Amended Budget | 2017 Budget | Change from 2016 Amended Budget | |
|-----------------------------------|----------------|------------------|---------------------------|----------------|------------------------------------|----------|
| | | | | | \$ | % |
| Revenues | | | | | | |
| Taxes | 192,093 | 160,000 | 140,000 | 155,000 | 15,000 | 10.71% |
| Public Charges | 315,130 | 299,225 | 301,300 | 304,000 | 2,700 | 0.90% |
| Intergovernmental Charges | - | - | 60 | - | (60) | -100.00% |
| Miscellaneous Revenues | - | - | - | - | - | - |
| Other Financing Sources | - | - | - | 43,472 | 43,472 | - |
| Total Revenues | 507,223 | 459,225 | 441,360 | 502,472 | 61,112 | 13.85% |
| Expenditures | | | | | | |
| Personnal Expenses | 256,824 | 232,142 | 229,543 | 239,731 | 10,188 | 4.44% |
| Purchased Services | - | 59,000 | 55,000 | 43,472 | (11,528) | -20.96% |
| Operating Costs | 11,983 | 12,570 | 12,539 | 48,699 | 36,160 | 288.38% |
| Interdept. Charges | 14,088 | 16,849 | 16,849 | 13,990 | (2,859) | -16.97% |
| Other Expenses | 951 | 970 | 65,442 | 818 | (64,624) | -98.75% |
| Capital Items | - | 37,500 | 20,500 | - | (20,500) | - |
| Total Expenditures | 283,846 | 359,031 | 399,873 | 346,710 | (53,163) | -13.29% |
| Property Taxes | (221,339) | (181,459) | (181,459) | (155,762) | 25,697 | -14.16% |
| Addition to (Use of) Fund Balance | 2,038 | (81,265) | (139,972) | - | | |

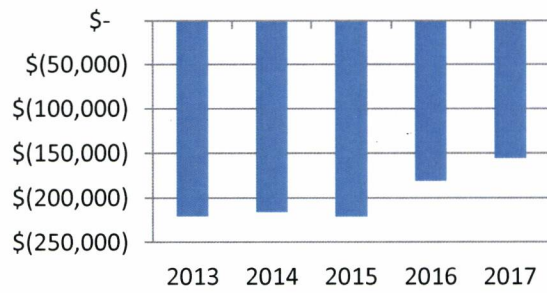
Summary Highlights:

The 2017 budget provides \$155,762 in tax levy reduction compared to \$181,459, a difference for \$25,697 from the 2016 amended budget. The reason for the change is an increase in salaries and fringes and in the annual maintenance agreement on new software.

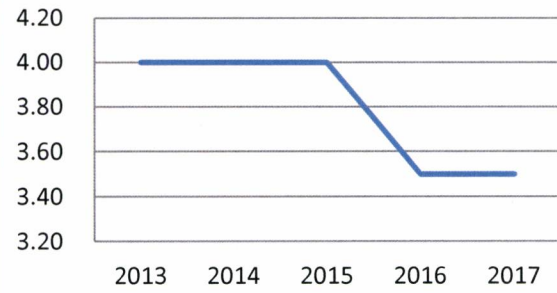
Summary of Capital Items:

None

Property Tax Amount



Staffing-FTE's



REGISTER OF DEEDS-2017 BUDGET

| Account Number | Sub | Description | 2015 Actual | 2016 6-Month Actual | 2016 Estimated | 2016 Amended | 2017 Admin | 2017 Adopted |
|---|-----|---|-----------------|---------------------|-----------------|----------------|----------------|----------------|
| 1001-REGISTER OF DEEDS | | | | | | | | |
| REVENUES | | | | | | | | |
| 411100 | | GENERAL PROPERTY TAXES | (221,339) | (90,729) | (181,459) | (181,459) | (155,762) | (155,762) |
| 412300 | | RE TRANSFER FEES COUNTY PORT | 192,093 | 102,541 | 160,000 | 140,000 | 155,000 | 155,000 |
| 451301 | | RE RECORDING/FILING FEES | 200,595 | 98,639 | 191,250 | 191,250 | 191,250 | 191,250 |
| 451303 | | COPY FEES COUNTY PORTION | 74,095 | 34,930 | 60,000 | 72,000 | 51,000 | 51,000 |
| 451305 | | LAND INFO/DEEDS FEE | - | - | 9,875 | - | 23,700 | 23,700 |
| 451307 | | DOCUMENT REVIEW FEES | 200 | 100 | 100 | 50 | 50 | 50 |
| 451309 | | BIRTH FUNDS COUNTY PORTION | 8,748 | 5,055 | 10,000 | 10,000 | 10,000 | 10,000 |
| 451310 | | MARRIAGE FUND COUNTY PORTION | 7,423 | 3,261 | 6,000 | 6,000 | 6,000 | 6,000 |
| 451311 | | DEATH FUND COUNTY PORTION | 24,055 | 11,605 | 22,000 | 22,000 | 22,000 | 22,000 |
| 451314 | | DOMESTIC TERM CTY PORTION | 14 | - | - | - | - | - |
| 474016 | | DEPT RECORDING FEES | - | - | - | 60 | - | - |
| REVENUES TOTAL | | | 285,884 | 165,402 | 277,766 | 259,901 | 303,238 | 303,238 |
| EXPENDITURES | | | | | | | | |
| 511110 | | SALARY-PERMANENT REGULAR | 62,253 | 31,314 | 62,629 | 62,629 | 68,848 | 68,848 |
| 511210 | | WAGES-REGULAR | 79,354 | 36,753 | 88,889 | 88,889 | 91,001 | 91,001 |
| 511220 | | WAGES-OVERTIME | 58 | - | 100 | 100 | 100 | 100 |
| 511240 | | WAGES-TEMPORARY | 7,265 | 2,599 | 2,599 | - | - | - |
| 511310 | | WAGES-SICK LEAVE | 13,799 | 628 | - | - | - | - |
| 511320 | | WAGES-VACATION PAY | 11,194 | 1,780 | - | - | - | - |
| 511330 | | WAGES-LONGEVITY PAY | 594 | - | 375 | 375 | 375 | 375 |
| 511340 | | WAGES-HOLIDAY PAY | 3,460 | 850 | - | - | - | - |
| 511350 | | WAGES-MISCELLANEOUS(COMP) | 442 | 478 | - | - | - | - |
| 511380 | | WAGES-BEREAVEMENT | 477 | - | - | - | - | - |
| | | SALARIES TOTAL | 178,896 | 74,402 | 154,592 | 151,993 | 160,324 | 160,324 |
| 512141 | | SOCIAL SECURITY | 13,150 | 5,481 | 11,490 | 11,490 | 12,141 | 12,141 |
| 512142 | | RETIREMENT (EMPLOYER) | 10,977 | 4,513 | 10,032 | 10,032 | 11,728 | 11,728 |
| 512144 | | HEALTH INSURANCE | 49,238 | 21,210 | 51,399 | 51,399 | 50,909 | 50,909 |
| 512145 | | LIFE INSURANCE | 108 | 44 | 99 | 99 | 99 | 99 |
| 512150 | | FSA CONTRIBUTION | 875 | 625 | 750 | 750 | 750 | 750 |
| 512173 | | DENTAL INSURANCE | 3,580 | 1,619 | 3,780 | 3,780 | 3,780 | 3,780 |
| | | FRINGE TOTAL | 77,928 | 33,492 | 77,550 | 77,550 | 79,407 | 79,407 |
| | | TOTAL SALARIES AND FRINGES | 256,824 | 107,894 | 232,142 | 229,543 | 239,731 | 239,731 |
| 531243 | | FURNITURE & FURNISHINGS | - | - | - | - | 1,500 | 1,500 |
| 531298 | | UNITED PARCEL SERVICE UPS | - | 7 | 7 | - | - | - |
| 531311 | | POSTAGE & BOX RENT | 4,815 | 2,150 | 4,000 | 4,000 | 4,000 | 4,000 |
| 531312 | | OFFICE SUPPLIES | 3,799 | 947 | 3,000 | 3,000 | 3,120 | 3,120 |
| 531313 | | PRINTING & DUPLICATING | 123 | 33 | 150 | 150 | 100 | 100 |
| 531314 | | SMALL ITEMS OF EQUIPMENT | - | - | 239 | 239 | 241 | 241 |
| 531324 | | MEMBERSHIP DUES | 100 | 100 | 190 | 190 | 190 | 190 |
| 531326 | | ADVERTISING | 22 | - | - | - | - | - |
| 532325 | | REGISTRATION | 1,520 | 590 | 895 | 845 | 895 | 895 |
| 532332 | | MILEAGE | 220 | 127 | 400 | 865 | 400 | 400 |
| 532336 | | LODGING | 705 | 426 | 672 | 584 | 807 | 807 |
| 532339 | | OTHER TRAVEL & TOLLS | 10 | - | - | - | - | - |
| 533225 | | TELEPHONE & FAX | 207 | 107 | 250 | 300 | 200 | 200 |
| 535242 | | MAINTAIN MACHINERY & EQUIP | 462 | 1,359 | 2,767 | 2,366 | 37,246 | 37,246 |
| 571004 | | IP TELEPHONY ALLOCATION | 986 | 496 | 992 | 992 | 686 | 686 |
| 571005 | | DUPLICATING ALLOCATION | 16 | 63 | 125 | 125 | 96 | 96 |
| 571009 | | MIS PC GROUP ALLOCATION | 10,249 | 6,257 | 12,514 | 12,514 | 12,810 | 12,810 |
| 571010 | | MIS SYSTEMS GRP ALLOC(ISIS) | 2,837 | 1,609 | 3,218 | 3,218 | 398 | 398 |
| 591519 | | OTHER INSURANCE | 951 | 396 | 970 | 970 | 818 | 818 |
| | | OPERATING EXPENDITURES | 27,022 | 14,667 | 30,389 | 30,358 | 63,507 | 63,507 |
| | | EXPENDITURES TOTAL | 283,846 | 122,561 | 262,531 | 259,901 | 303,238 | 303,238 |
| OTHER FINANCING SOURCES (USES) | | | | | | | | |
| 611101 | | TRANSFER TO/FROM GENERAL | (77,562) | - | - | - | - | - |
| | | OTHER FINANCING SOURCES (USES) TOTAL | (77,562) | - | - | - | - | - |
| | | REVENUES | 285,884 | 165,402 | 277,766 | 259,901 | 303,238 | 303,238 |
| | | EXPENDITURES | 283,846 | 122,561 | 262,531 | 259,901 | 303,238 | 303,238 |
| | | OTHER FINANCING SOURCES (USES) | (77,562) | - | - | - | - | - |
| TOTAL BUSINESS UNIT-1001-REGISTER OF DEEDS | | | (79,600) | (42,841) | (15,235) | - | - | - |

REGISTER OF DEEDS-2017 BUDGET

| Account Number | Sub | Description | 2015 Actual | 2016 6-Month Actual | 2016 Estimated | 2016 Amended | 2017 Admin | 2017 Adopted |
|--|-----|--|----------------|---------------------|----------------|----------------|-----------------|-----------------|
| 1002-REDACTION FEE IMPLEMENTATION | | | | | | | | |
| EXPENDITURES | | | | | | | | |
| 521295 | | DATA CONVERSION | - | 25,000 | 25,000 | 25,000 | 43,472 | 43,472 |
| 521296 | | COMPUTER SUPPORT | - | 34,000 | 34,000 | 30,000 | - | - |
| 594950 | | OPERATING RESERVE | - | - | - | 64,472 | - | - |
| | | OPERATING EXPENDITURES | - | 59,000 | 59,000 | 119,472 | 43,472 | 43,472 |
| 594818 | | CAP COMPUTER | - | 33,932 | 37,500 | 20,500 | - | - |
| | | CAPITAL OUTLAY EXPENDITURES | - | 33,932 | 37,500 | 20,500 | - | - |
| | | EXPENDITURES TOTAL | - | 92,932 | 96,500 | 139,972 | 43,472 | 43,472 |
| OTHER FINANCING SOURCES (USES) | | | | | | | | |
| 611101 | | TRANSFER TO/FROM GENERAL | 77,562 | - | - | - | - | - |
| 699700 | | RESV APPLIED OPERATING | - | - | - | - | (43,472) | (43,472) |
| | | OTHER FINANCING SOURCES (USES) TOTAL | 77,562 | - | - | - | (43,472) | (43,472) |
| | | EXPENDITURES | - | 92,932 | 96,500 | 139,972 | 43,472 | 43,472 |
| | | OTHER FINANCING SOURCES (USES) | 77,562 | - | - | - | (43,472) | (43,472) |
| | | TOTAL BUSINESS UNIT-1002-REDACTION FEE IMPLEMENTATION | 77,562 | 92,932 | 96,500 | 139,972 | - | - |
| | | REVENUES | 285,884 | 165,402 | 277,766 | 259,901 | 303,238 | 303,238 |
| | | EXPENDITURES | 283,846 | 215,493 | 359,031 | 399,873 | 346,710 | 346,710 |
| | | OTHER FINANCING SOURCES (USES) | - | - | - | - | (43,472) | (43,472) |
| | | TOTAL REGISTER OF DEEDS DEPARTMENT | (2,038) | 50,091 | 81,265 | 139,972 | - | - |